

**Alison K. Hefter**  
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**(1998 - Present) Portland OR · Allen TX**

·Sole Proprietor: **Permanently Temporary**

- Bookkeeper, Payroll and Office Organization/ Assistance for small businesses or individuals.
  - Quickbooks, Quicken, Word, WordPerfect, Excel, 10-key by touch
  - Excellent Organizational, Time Management and Communication Skills, Attention to Accuracy and Detail, Ethical Work Practices
  - Professionalism
  - Commonsense Approach to Problem Solving

Leadership roles:

- 2007-09:Treasurer, Board Officer, Congregation B'nai Israel: Founding member; Established accounts, accounting and reporting practices and office procedures for new synagogue
- 2005:Membership Chair at Congregation Adat Chaverim: 16% member increase in 6 months
- 2003-05:Registrar for B'nai Torah Program at Congregation Adat Chaverim
- 2002-03:Sisterhood Membership Chair at Congregation Adat Chaverim: Awarded for greatest increase in membership

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**(1987 - 1993) Austin TX**

- Assistant to Director of Marketing, Macro Electronics; Lighting Controls Manufacturer

Leadership roles:

- Exec. Board Member Austin Chapter B'nai Brith Women
- Program Chair Awarded for Community Wide Program "*The Conspiracy of Silence: Is Domestic Violence Hidden in Our Community*" featuring International Expert Dr. Lenore Walker
- Founding Member 'Tot Shabbat' Program at Temple Beth Israel
- Literacy Tutor

**(1979 - 1987) Lincolnshire IL · W. Caldwell NJ · Los Angeles CA**

- Retirement Plan Administrator/ Actuarial Assistant: Defined Benefit, Defined Contribution, 401K Plans
  - National Associates, Los Angeles CA
  - Cal Fed Consultants, Los Angeles CA  
*(federal background check required for employment and bonding)*
  - Integrated Financial, Encino CA  
*(due to high profile clientele, strict confidentiality agreement required for employment )*
  - Consulting Actuaries Inc., W. Caldwell NJ
  - Hewitt Associates, Lincolnshire IL

**Education:**

Portland Community College, Portland OR: Coursework in Accounting and Bookkeeping practices  
Pitzer College, Claremont CA, B.A. in Psychology